

**Pioneer Programs  
Cal/OSHA COVID-19 Prevention & Safety Plan**

<b>Table of Contents</b>	<b>Page</b>
<b>Section 1 General Measures</b>	<b>3</b>
School Monitoring and General Safety	
Student Specific Supports	
<b>Section 2 Promoting Healthy Hygiene Practices</b>	<b>7</b>
Teaching Cleanliness Procedures	
Hand Washing and Cleaning Plan, Adequate Supplies, Face Coverings and PPE	
<b>Section 3 Face Coverings</b>	<b>10</b>
<b>Section 4 Ensure Teacher and Staff Safety</b>	<b>13</b>
Staff Safety Onsite During Closure	
Staff Safety During Physical Schooling	
Staff Break Safety Procedures	
<b>Section 5 Intensify Cleaning, Disinfection, and Ventilation</b>	<b>15</b>
Cleaning and Disinfecting High Touch Areas	
School Vans	
Cleaning & Sanitizing Product Elements	
<b>Section 6 Implementing Distancing Inside and Outside the Classroom</b>	<b>17</b>
Buses and Bus Stops	
On Campus	
Maximizing Space	

Scheduling Students Limiting Student Mixing	
<b>Section 7 Limit Sharing</b>	<b>25</b>
<b>Section 8 Staff Training and Educating Families</b>	<b>26</b>
<b>Section 9 Check for Signs and Symptoms</b>	<b>27</b>
Prevention of Discrimination During COVID-19	
Checking for Signs and Symptoms in Staff and Students	
Screening and Temperature Checks for Staff and Students	
Documentation and Tracking Incidents of Possible Exposure	
<b>Section 10 Staff, Student or Visitor COVID-19 Illness Plan - Cal/OSHA Covid-19 Safety Plan</b>	<b>32</b>
<b>Section 11 Plan for Monitoring Health</b>	<b>34</b>
<b>Section 12 Considerations for Reopening and Partial/Total Closure Considerations</b>	<b>34</b>
Education/Services upon Absence or Closure	
Nutrition Services	
<b>Section 13 Laws and Resources</b>	<b>37</b>
Information for Staff Regarding Labor Laws	
HyperLink Reference Sheet	

Note: This document was created with guidance from the COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance (CDPH) to satisfy the COVID-19 Safety Plan required to be publicly posted on February 1st, 2021. It also encompasses all portions of the Cal/OSHA COVID-19 Prevention Plan in direct correlation with AB 685, in effect January 1st, 2021.

## Section 1 - General Measures

### **School Monitoring and General Safety**

The school's worksite-specific COVID-19 safety plan based on a comprehensive risk assessment of all work areas and work tasks is located at [Pioneerprograms.org](https://pioneerprograms.org).

The people responsible for implementing and monitoring this plan, as well as being the school's COVID-19 Liaison, is AJ Genovese. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

This information has been provided to employees and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 safety plans is described below.

Pioneer Programs' COVID-19 Prevention Plan collaborates with and is in addition to all legislation within Assembly Bill 685 which went into effect January 1, 2021.

Pioneer Programs, in collaboration with the Department of Public Health, will investigate any COVID-19 illness to determine if any work-related factors could have contributed to risk of infection. The safety plan will be updated as needed to prevent further cases. Pioneer Programs will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#) and AB 685. Pioneer Programs will identify individuals who have been in close contact with an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. We are prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10)

### **Identification of COVID Hazards**

In addition, Pioneer Programs will implement the following:

- Conduct workplace-specific evaluations constantly and consistently
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

- **Monitoring COVID Guidance**

- On a weekly basis, COVID-19 guidance will be monitored by the management staff from the [California Department of Public Health](#) (CDPH), [California Department of Education](#) (CDE), [San Diego County Health and Human Services Agencies, Public Health Services](#) (PHS) and [San Diego County Office of Education](#) (SDCOE). This guidance will be used to assess the current health situation of our regional and school community and if necessary adjustments will be made to our school protocols and operations.

- **Limit School Use**
  - School will limit the use of school facilities during off school hours and after cleaning / sanitizing our school for our next day of school use.
    - If on the occasion, school facilities are used by other groups (i.e. Men's and Women's group on Friday night in the Activity Hall or Main Classroom), the facilities will be cleaned and sanitized by the church maintenance using DS1 (approved disinfectant).
    - Upon the start of physical school, a cleaning and sanitizing crew will thoroughly be disinfecting the school each evening.
  
- **Nonessential Visitors**
  - Visitors are limited to only essential people who provide direct services to our students and/or school. The following protocols will be in place:
    - Occupational Therapist, Music Therapy Providers, and District Specialized Support Providers: where their temperature will be taken using an infrared thermometer, they will be provided with hand sanitizer, they will sign in on *Visitor Log*, they will read & sign the *Pioneer Programs C19 Daily Screening Tool*, and they will be instructed to go to the respective place where services will be provided.
    - OT, SLP, Music Therapy and other student service providers will provide services in our outside courtyard.
    - IEP Team: If in person IEPs or meeting are to be held, IEP team will check in at the front office at CSSD, their temperature will be taken using infrared thermometer, they will be provided with hand sanitizer, they will sign in on *Visitor Log*, read & sign the *Pioneer Programs C19 Daily Screening Tool*, and they will be instructed to go to the correct campus.
    - Delivery Drivers/ Parcel Delivery: All deliveries will be accepted by office staff in the CSSD building and parcels will be left at the front door to minimize contact. Upon receipt of the parcels, it is the school policy that staff be encouraged to wash hands before returning to work.
    - If a student needs to be picked up early or dropped off to school late, the parent/caregiver will go to CSSD where the School Office is located and a staff member will meet them at the front door with further instructions on where to meet their student. Staff will transition students so the parent does not enter the building.

### **Student Specific Supports**

Student health and behavior plans have been reviewed by teachers, the behavior supervisor and directors to determine the additional individual accommodations needed to prepare for physical reopening. Families have been provided with the supports below to begin implementing student-specific accommodations.

Pioneer Programs serves students with moderate/severe disabilities, most of which are at an increased risk of becoming infected or having unrecognized illness. Below are supports for individuals who:

- Have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing.

- May not be able to communicate symptoms of illness.

### **Supports**

- **Hand washing routine:** Hand washing/good hygiene are things that students do not understand/struggle with. Students have been provided with social stories/visuals and videos to aid in thorough hand washing and will also be on a hand washing schedule (see visual schedule support) that will be incorporated into their daily schedule to help minimize risk of infection and to teach important life skills.
- **Social story for space:** Students have been provided with social stories/visuals to aid in teaching physical distancing (6 feet). These supports are used for students who struggle with spatial awareness while navigating through the school environment as well as community. Students who need social interaction (hugs, high fives, fist bumps, etc.) between staff and peers as reinforcement and/or building rapport/making connections with peers/staff/community around them will benefit from these social stories for space during this time of COVID-19.
- **Students who engage in frequent hand holding of others or seek high-fives as reinforcement:** Behavioral supervisors and teachers have collaborated with families to teach students additional reinforcers such as verbal praise, earning music, “elbow bumps” etc. Students have also been taught to put their hands in their pockets when transitioning in place of holding hands.
- **Video/Visuals of new environment:** Behavioral supervisor and teacher have collaborated together to create a video/visual to send home for parents to prime students for the numerous changes made throughout school campus to promote a clean teaching environment per the CDC guidelines (desks 6 feet apart, desk sneeze guards, new hand sanitizing stations(both wall mounted and posted), new student labeled bins, unavailable preferred areas/items like the trampoline, etc.) Sudden changes in the environment can be difficult as it may conflict with their routine (certain things go/belong in certain places) and priming them as much as possible may help ease them into a new environment.
- **Pictures of staff in masks:** Visual aide of staff in masks provided and sent home to begin priming students for what their 1:1 staff will look like once we return physically to school. Sudden changes in routine (staff wearing masks all day) can be difficult for students, priming them that staff will be wearing masks all day may help with this change.
- **Individual bins/designated area for belongings:** Students will be provided with visuals of what the student's personal work desk/area will look like once we return physically to school. This sudden change in routine/environment can be challenging to adjust to. To minimize risk of infection:
  - Each student will have their own labeled bin for their belongings (snacks, sensory items, toiletries, etc.)
  - Each student will have a designated area/bin for their backpack and extra belongings (extra clothes, extra snacks, pull-ups, etc.)
  - Students are not to share any items and/or bins with other peers (includes sensory toys, snacks, clothes, etc.)
  - Visual supports will be utilized as necessary to assist in change of routine or provide location of belongings.
- **Visual schedule:** Student’s visual schedules will be updated to reflect CDC guidelines to

aid students with changes to the daily routine of school schedule by teaching that things happen and change. Schedule visuals will be used to prime/remind students of what is happening next/expected at school.

- Hand washing/hand sanitizing routine will be incorporated into every student's daily schedule and will be reflected in their visual schedules/support systems to help teach good hygiene practices/routine of washing hands by priming and as a visual reminder of what is coming next/expected while at school.
  - Community-Based Instruction (CBI) schedule changes: due to the nature of our program, community outings will be scaled back and modified to comply with guidelines.
  - Parents will be provided with a CBI Schedule of their student's community activities which they can reference /prime their child for when they will be going out into the community.
- **Cleaning/Sanitizing work area:** Students are taught to consistently clean their work area on a predetermined schedule during the school day. Their visual schedules will be updated to reflect when staff/students will clean/sanitize their work area (desk, chair, cubby, bins, desk dividers, etc.) Additional visuals provided and utilized by staff to help aid students in cleaning their area/environment.
  - **Students with limited mobility who need prolonged and close contact or students with compromised immune systems:** Staff will support by wearing protective gear to aid in minimizing risk of infection/spreading infection (gloves, face shields, masks, etc.). Staff are required to hand wash/sanitize their hands-on schedule with students, and/or after any interaction where gloves were not utilized. (Gloves will be disposed of between each different activity or upon contact with another student or staff or area of the classroom.)
    - Staff are trained in how to assist students while navigating both school campus and community.
      - Staff work to ensure social distancing is enforced both in the classroom and community setting as much as possible (priming, social story, taped area indicating 6 feet distancing, etc.)
      - Staff will "check-in" with students and monitor student's physical appearance/affect for signs/symptoms of illness of any kind (fever, coughing, runny nose, sneezing, lethargic, visible stomach issues, etc.) and report immediately to the Program Director or the COVID-19 Liaison, AJ Genovese.
  - **Administering medication(s):** Updated administering medication(s) protocols created/updated to reflect CDC guidelines and to minimize risk of infection/spreading infection for students who require staff to administer their medication daily.
    - Staff will wear protective gear (masks, face shields, gloves, etc.) when administering medication(s) to students and will promote student independence in taking their medication as much as possible and will assist if/where needed. Gloves will be disposed of and changed between each change of activity or new personal contact.
  - **Restroom procedures/protocol:** Updated restroom cleaning/student assistance procedures provided for staff to aid students who require extra assistance in the restroom (cleaning area, wiping, washing hands, self-care skills, etc.) and to ensure that all surfaces are cleaned and sanitized.

## **Section 2 - Promoting Healthy Hygiene Practices**

### **Teaching Cleanliness Procedures**

Students who are unable to safely wipe their nose and/or to cough/sneeze inside a tissue or their elbow will explicitly be taught how to do so to the best of their ability through the use of social stories and visual supports as needed.

Students will be taught to wash their hands before and after eating; after coughing or sneezing; after being outside, and after using the restroom through the use of social stories and visuals. Students will also be given reminders throughout the day by Pioneer Programs staff. These will be sent home prior to returning to school at the Pioneer Programs site. Students will be taught to wash their hands for 20 seconds with soap, rubbing thoroughly after application, rinsing and use paper towels (or single-use paper towels) to dry hands thoroughly through the use of social stories and visuals. These will be sent home prior to returning to school at the Pioneer Programs site. While onsite, students will be supervised when washing hands and given prompting as needed. Supports will be posted in all restrooms at schools with visual steps, count to 20 visual supports and song choice board to sing while washing hands as needed.

Staff will consistently model and practice handwashing to reinforce healthy and safe habits, appropriate personal hygiene, and monitor proper hand-washing and sanitation procedures.

All students' medical information with allergy and medication information will be kept in their individual classroom/ folder. The phone number for Poison Control's will be posted throughout the school campus. Hand sanitizer use will be used under supervision.

\*Hand sanitizer brands containing methanol will not be used on site as Pioneer Programs uses only EPA, CDC, and/or OSHA approved products.

### **Hand Washing & Cleaning Plan**

**Staff and students should wash their hands thoroughly for at least 20 seconds and/or use hand sanitizer frequently in the following situations:**

- Upon entering campus
- After using the restroom
- Before and after eating and clean up
- Environmental Transitions - When changing a location such as entering a classroom, office, van or any community location
- After taking off or putting on their facemask
- If their hands are visibly soiled
- Before and after each task when preparing food in any class
- After tactile-oriented projects, assignments or activities

When soap and water are not available, bodily fluids/orifices have not been touched and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of handwashing on most occasions. Not all sanitizers are effective; a 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses, according to the CDC. On our school site we only use hand sanitizer with a minimum of 60% alcohol content.

### **Scheduled Cleaning & Hand Washing**

In addition to strategic hand washing procedures (noted above), students and staff will be directed to clean their area and wash their hands at least once per hour as part of the daily routine. Each cohort is responsible for ensuring the procedure is followed correctly and all cleaning is done thoroughly.

- Classrooms will practice frequent hand washing.
- Each Pioneer Programs classroom has its own bathroom with a sink and hand soap.
- Each Pioneer Programs classroom has its own cleaning products stored in a locked closet or cabinet.
  - First, students and their staff should thoroughly clean:
    - the students' desk areas
    - any additional tables used
    - chairs (both student and staff)
    - iPads, computer keyboards, or other technology being used
    - Visual or other supports that are not disposable
  - Once done and the pathway to the bathroom is cleared of any other students/staff by the class leader, the first student/staff may leave their area to wash their hands, return to their desk area.
  - Students and staff will go in one at a time and will thoroughly disinfect their area and wash their hands for at least 20 seconds.
  - Once the student/staff have completed their disinfecting and hand washing routine and are back in their designated area, the next student/staff may begin the transition to the bathroom to complete their hand washing routine.
  - Staff will be trained to assist the students to go one at a time.
  - Students will remain in their designated area and continue their tasks/routine until it is their turn to wash their hands.
- Upon finishing disinfecting, hand washing and drying, students will resume their typical daily schedule.
- Pioneer Programs serves students with significant developmental disabilities, educational delays, and/or communication and behavioral excesses or deficits that can sometimes be classified as significant or severe in nature. Some of our students are prone to behaviors that may result in injury to self or others. If a student is showing signs of agitation during scheduled hand washing, hand sanitizer may be used instead to prevent possible self-injurious behavior, injury to others or significant behaviors. If a student is showing signs of agitation during disinfecting, staff will assist to ensure their desk, chair, and area surrounding are thoroughly cleaned. All of our students are unique and the way they interact with others and their environment is unique to them. We have invested in a variety of sanitation products and procedures and Personal Protective Equipment (PPE) for this reason.

### **Additional Cleaning/Disinfecting Notes**

- After each bathroom use, staff/students should disinfect the toilet seat and toilet flusher. After washing hands, the sink handles and bathroom doorknob should also be disinfected. Signs are posted in all bathrooms as visual reminders.
- In addition to disinfecting and cleaning multiple times throughout the school day done by trained school staff, a professional cleaning service has been hired and is scheduled to disinfect the full campus after each day students are onsite.
- All school staff have been trained on how to thoroughly clean and disinfect. Please see the

attached document titled "Pioneer Programs C19PP Section 2 Cleaning Training".

### **Adequate Supplies**

Healthy Hygiene Practices is encouraged and supported by our school site not only through education with posters and notices throughout the school site, reminding staff of proper hand washing protocols and teaching proper hand washing procedures to students but also ensuring we have proper and adequate amounts of supplies. The following supplies for promoting healthy hygiene practices include:

- **Hand Washing soap** is located in all of the bathrooms and both of the kitchens on site. Students will be encouraged to wash their hands throughout the day in the bathrooms (see Section 2.2- Hand Washing Routine). Staff and visitors will have soap and water readily accessible in all of the bathrooms and the kitchen areas.
- One time use **paper towels** to dry hands after washing is available and accessible in all bathroom and kitchen areas.
- **Tissue Paper** is readily available in all classrooms. After a student and staff has blown their nose, hand washing procedure will be encouraged and followed.
- **Hand Sanitizers** that contain at least 60% ethyl alcohol are placed in every classroom and office for student, staff and visitors to use throughout the day as needed. The hand sanitizers are located as wall mounts, free standings and/ or on desktops to ensure easy accessibility for all.

### **Face Covering & Personal Protective Equipment (PPE)**

- **Face Coverings**
  - When on Pioneer Programs Campus staff & visitors are expected to wear appropriate face coverings. In order to protect the health and well being of our students and staff, the CDC recommends that people wear face coverings/ masks when in public and when around people who don't live in your household, especially when physical distancing measures are difficult to maintain.
  - When widely used in public face coverings/masks may help prevent people who have COVID-19 from spreading the virus to others.
  - Staff will be given 1 fabric face covering as part of the daily uniform. Staff is allowed to use their own face covering/ mask as well.
  - We have a variety of face coverings available to staff and students such as cloth face coverings, disposable surgical style paper face coverings, clear face shields, and cloth face coverings with a clear mouth space for students who benefit from seeing a staff member's mouth when they speak (see below).
  - If a staff member or visitor does not have a face covering of their own, Pioneer Programs will provide disposable face coverings. These disposable face coverings are located in each classroom PPE storage closet/ cabinet.
- **Personal Protective Equipment:**
  - Disposable Face Coverings are available for students, staff and visitors if needed. These disposable face coverings are located in each classroom's PPE storage closet/ cabinet.
  - Washable Cloth Face Coverings, some with clear vinyl around the mouth area for lip reading. Staff will receive one of these as part of their uniform.
  - Face Shields are available for staff to use. When applicable staff will be given their own personal face shield to be taken care of and used as part of their regular uniform. Face shields will be used by staff and service providers who work with students where social distancing and use of face masks / shield by students are not possible. These face shields will be given out by the Pioneer Programs

- Administration.
- Latex Disposable Gloves are accessible and available for staff and visitors to use when/ if needed. Gloves can and will be used by any staff member when touching students' snacks, while helping with toileting, and whenever the staff deems necessary. These gloves are located in each classroom's PPE storage closet/ cabinet.

## Section 3 - Face Coverings

*“Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at [higher risk of severe illness](#) from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other [preventive measures](#), including [social distancing](#), frequent handwashing, and cleaning and disinfecting frequently touched surfaces.”*

-Center for Disease Control (CDC)

### **Employee's/School Staff Face Covering Policy**

Prior to entering the school site, a clean face mask must be worn covering both the nose and mouth. The face mask should remain on throughout the duration of the day including but not limited to academic periods, transitions, transportation (school van) and community outings. Employees will be trained and consent to follow the information provided on the document titled “Section #3 Cloth Face Covering Training Document” (please see attached).

### **Face Shields for Staff**

Face shields may be used in place of a mask when working with students who:

- Have vision deficits.
- Have hearing deficits.
- Benefit from seeing facial expressions or mouth movements to determine verbal directions and communication.
- Have unsafe behaviors triggered by cloth face masks on others.

### **Face Coverings for Students**

*“CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.*

*For example,*

- *People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. In this situation, consider using a clear face covering. If a clear face covering*

*isn't available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.*

- *Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.” -CDC*

Pioneer Programs is a nonpublic school that serves students with significant developmental disabilities and sensory sensitivities. Throughout distance-learning, parents were encouraged to introduce masks for small periods of time to see if their child could tolerate it. After practicing mask use, a small percentage of students were able to maintain wearing one safely for short periods of time. For students who can tolerate a mask, they will be encouraged to wear one during transitions, in school vans and in community when possible or for as long as is tolerable during the school day.

Since most students are unable to safely wear a mask, desks will be at least 6 feet apart from each other and specific plans have been put in place regarding distancing during transitions and throughout the school day to ensure students do not come within 6 feet of their peers.

### **Difficulty with Physically Distancing**

- **Parent/Driver Morning Drop-Off**

- Parents/drivers who are dropping students off will remain in their car until the student's designated staff arrives to transition the student into school. Staff have been instructed to have students exit their drop-off vehicle one at a time so no more than one single student is transitioning at a time. Only the designated staff will retrieve students from their drop-off vehicle.

- **School Bus Arrival**

- A Pioneer Programs staff will be stationed at the school bus drop off with a walkie talkie. All staff will remain in their stationed classroom until called to retrieve their students off of the bus. There will be constant and consistent communication to ensure students and staff remain distanced during unloading.
- Upon arriving, the staff of the student closest to the door will get on the bus, complete a temperature check (100 degrees or below) and then assist the student off the bus first.
- The next student closest to the door will then have their temperature checked and then exit.
- Staff will continue with this trend to prevent students from walking past one another and ensure temperature checks are done prior to exiting the bus.
- If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- If additional staff are required, a director will be alerted to safely support.

- **Parent/Driver Afternoon Pick-Up**

- Parents/drivers who are picking up students will remain in their car until the student's designated staff transitions the student from their classroom/cohort out to the vehicle. Staff have been instructed to have students exit their classroom/cohort one at a time so no more than one single student is transitioning at a time. Only the designated staff will drop off students at their designated vehicle.

- **School Bus Dismissal**
  - A Pioneer Programs staff will be stationed at the school bus pick up with a walkie talkie. All staff will remain in their stationed classroom with their student until called to walk their student out to the bus. There will be constant communication to ensure students and staff remain distanced during unloading.
  - Upon departing, the student who sits farthest from the door will enter the bus first. The next student farthest from the door will then enter and continue with this trend in order to prevent students from walking past one another.
  - If a student requires assistance to get on the bus (buckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
  - There should never be more than one staff assisting their designated student on the bus at a time.
  
- **School Van**
  - Pioneer Programs transports students during the school day into various community locations. Students will be strategically seated 6 feet apart from one another and load/unload in the same manner described above as with the school buses to avoid students walking past one another.
  
- **Onsite**
  - Students are able to remain at least 6 feet apart from each other while in class, transitioning throughout campus, during meal times, school transportation and community outings.
  - All students within Pioneer Programs are staffed 1:1 and always require their aide to be physically with them. We can successfully keep students 6 feet apart from each other given the physical layout of our school. However, in order for us to maintain needed support for our students and keep them safe at all times, their assigned 1:1 staff will not be able to remain physically distanced from them much of the day. During opportunities in which physical distancing is safe and possible, staff will have designated chairs strategically stationed at least 6 feet away from their student and in between student areas. All staff will always be ready to assist and support students as is necessitated and notated in their IEPs and/or Behavior Plans.
  - Throughout this reopening plan, policies and procedures have been put in place to ensure staff have been trained and understand safe and healthy hygiene practices as well as individual supports, safety measures, procedures, or protocols that need followed for each student and for the school as a whole.
  - In emergency circumstances or if there is a breach in Safety Plan policy, each cohort will have an “C19 Exposure Log” to track possible cross-contamination between peers, cohorts, etc. which will outline the date, time, incident, level of exposure and any additional information. If there were a confirmed COVID-19 case within Pioneer Programs, this exposure log would be provided to the Dept. of Health as instructed.

### **Staff, Student and Family Information**

Please see the document titled “Section #3 Cloth Face Covering Training Document” and “Section #3 Face Shield Training” (please see attached). All Pioneer Programs staff have been trained on this document and the information has been sent to the families of all students.

### **Teacher & Staff Safety Onsite During School Closure**

All employees of Pioneer Programs are considered essential staff. During school closure,

employees of Pioneer Programs may be required to complete duties on the school campus although no physical school is taking place. Below are the safety precautions and procedures that will take place anytime a staff is scheduled to work onsite:

- Staff will be assigned to cohorts with each cohort having their own designated office(s), kitchen and bathroom.
- Cohorts will remain small and consistent.
- Staff will only be scheduled onsite as needed.
- If a cross-cohort meeting is needed, it will take place outside at the snack/lunch tables with all staff wearing masks and no closer than six-feet apart. Areas used will be wiped down after use.
- Prior to entering campus, staff will have their temperature taken and are not allowed onsite unless temperature is under 100 degrees.
- Upon entering, staff should be wearing a mask and immediately wash their hands or use hand sanitizer. They must then sign the “C19 Daily Screening Questions” document and give it to the Human Resources. At this time, the staff should also disclose any situations or circumstances as outlined on the bottom of the document.
- Staff will always wear a mask on site unless stationed at their desk/work area with no one closer than 6 feet. A mask should be worn during any/all transitions onsite or when not in their designated desk/station.
- Staff should not enter other offices or designated stations unless necessary.
- Staff should use their own supplies (e.g. tape, stapler, scissors, etc.). If this is not possible, shared materials should be wiped down before and after use.
- Staff should wash their hands thoroughly anytime they touch their face, eyes, or mouth and frequently throughout the day.
- If collaboration between staff must take place, it should be at least 6 feet apart and masks should be worn at all times.
- At the end of the shift, staff should wipe down and sanitize their desk, area, chair, computer keyboard, and any items used. This includes surfaces touched and high-touch areas of classrooms utilized.

### **Kitchen Safety**

- Refrigerator /Freezer – Wipe down the handles before and after use.
- Silverware – Bring silverware from home (wash and dry after use and do not keep in a communal area) or use plastic silverware.
- Plates/bowls – Use paper plates/bowls or bring from home (or “claim” one of the school’s and wash/dry after use and do not keep in a communal area).
- Cups – Use a water bottle/cup from home or use a disposable paper cup.
- Microwave – Wipe down handle before and after use.
- Stove- Wipe down knobs before and after use.

## **Section 4 – Ensuring Teacher and Staff Safety**

### **Teacher & Staff Safety During Physical Schooling**

In addition to the safety of students, the Pioneer Programs’ Prevention Plan was also written to ensure the safest possible conditions and procedures for the amazing staff that work here as

well. Below are our rules and procedures in place:

- There will be two entrances, one at the front gate outside the main office and another at the back gate in the alley. Staff will wait six feet apart until called to get their temperature taken. (CSSD)
- Staff are not allowed onsite unless their temperature is checked by a supervisory staff and is 100 degrees or less
- Upon entering, staff should be wearing a mask and immediately wash their hands or use hand sanitizer. They must then sign the “C19 Daily Screening Questions” document and give it to Human Resources. At this time, the staff should also disclose any situations or circumstances as outlined on the bottom of the document.
- Staff will be provided with PPE such as a face mask, face guard, gloves, poncho, etc. They are expected to wear a face mask at all times and gloves anytime there is a potential they will need to be hands-on with a student.
- Staff should not enter other classrooms, offices, or campus areas other than their assigned cohort classroom/bathroom at any point during the day. The exception is only for supervising staff who are providing behavior support on an as-needed basis.
  - Each classroom will be equipped with cleaning/sanitizing supplies, PPE, full bathroom access, extra clothes for students, a refrigerator, etc.
- There will be no unplanned physical transitions throughout the day outside of the student’s classroom except to and from school, restroom breaks, and to/from the school van. All transitions are strategically scheduled and are executed with constant intra team communication.
- A hand washing and sanitizing/cleaning procedure will be run hourly with the students and staff, and in between on an as needed basis.
- Almost all students at Pioneer Programs are 1:1 and require some amount of hands-on support with some activities. However, if the student is safely stationed at their desk or in their specified area and they are engaging in safe behaviors, the staff should position themselves next to or seated in their designated chair which is 6+ feet away from the student and other staff seats.
- If collaboration between staff must take place, it should be at least 6 feet apart and masks should be worn.
- Staff meetings, professional development and training will be done virtually when possible.
- Staff will be strategically tested for COVID-19 according to state guidance.

### **Training**

Prior to physical return, all staff have been trained on Pioneer Programs’ COVID-19 Safety Plan and have demonstrated an understanding of its implementation as well as the crucial role they play in safety for all.

### **Staff Safety Procedures While on Break**

- **Hydration On-Shift**
  - When not within 6 feet of another employee or student, staff can drink water/cold liquids throughout the day by safely manipulating one loop behind their ear (being careful not to touch their mask), drinking and then re-looping the mask so it is correctly on their face. If the cloth portion of the mask is accidentally touched, staff should wash their hands immediately after.
- **Eating On-Shift**
  - Pioneer Programs staff should not eat while in-class and directly staffing students to

prevent exposure due to mask removal, sanitary purposes, and inability to respond safely to students.

- Breaks should be taken in the following locations depending on the cohort.
  - Outside
  - In designated cohort areas, 6 feet apart
- Please note: the classroom will be equipped with a fridge and water since there is no direct kitchen space
  - One staff per cohort should be on break at a time
  - Prior to going on break, you must ask someone to watch your designated student and they **MUST** verbally confirm that they are responsible for them until you return.
  - Your mask must remain on until you are in the breakroom and ready to eat. If there are other staff in the break room, everyone must be 6 feet apart before taking on their masks.
  - After eating, wash your hands prior to putting your mask back on, then rewash your hands after your mask is on.
  - Use disposable plates, utensils, napkins, etc. unless you have brought your own from home
  - Keep track of time

## **Section 5 - Intensify Cleaning, Disinfection, and Ventilation**

### **Cleaning and Disinfecting High Touch Areas**

#### **How to Clean and Disinfect**

- Wear reusable or disposable gloves for routine cleaning and disinfection.
  - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces. To disinfect use a bin of bleachy and soapy water and air-dry. Use alcohol wipes for things that can't get wet. (*Use Lysol or bleach wipes as a last resort as these items are currently in low supply.*)
  - Cleaning frequently touched surfaces should be done periodically throughout your shift if you are able to during your partner's leisure time. At the end of your shift, high touch surfaces should be cleaned and disinfected.
- High touch surfaces include:
    - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### **Please Remember:**

- While disinfecting take precautions such as wearing gloves and making sure you have good ventilation during the use of the approved disinfectant.
- Always read and follow the directions on the label/ bottle to ensure safe and effective use.
- Keep the surface wet for a period of time and let air dry.
- Use no more than the recommended amount on the bottle/ label.

- Avoid mixing chemical products.
- Store and use the chemicals out of reach of students.
- Upon completion of disinfection of surfaces, immediately store chemicals in the cleaning supply closet. Never leave the chemicals unattended.
- Use alcohol wipes for high touch student areas particularly those where students/staff may eat or put hands to mouth while students are present.
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
- Public water fountains are high touch points at the handle/ knob and could be a possible contraction point for COVID-19. Because of this, it is recommended to disable communal water fountains. The sole water fountain at Pioneer Programs is non- functional and is disabled. If staff, students or visitors need water, we have single use water bottles for consumption.

### **School Vans**

Transportation to and from school is not provided by Pioneer Programs and is specified in each student's Individualized Education Plan. Most students are transported by parents/ guardians, school bus, or a private company contracted with the district. Each district has their own bus sanitization plans that align with the CDC's standards. However, school vans are used during the day for community outings. Below is Pioneer Programs' plan for school van use.

- Exterior van door handles will be wiped down before and after each time they are touched (before loading, after exiting, etc.). After each use, all interior handles, doors, seat belts, windows, and knobs will be disinfected.
- If an individual displays symptoms while in a school van, the interior of the bus will be disinfected and the van will be out of use for 5 days.
- All school vans will be equipped with disinfectant sprays and paper towels or wipes, disposable gloves and trash bags.

### **Additional School Van Protocols**

- Students will sit at least six feet apart from each other on the school van with one in the back of the van.
- Only 2 students maximum per van (a total of 4 people including staff).
- Windows must be open at least 3 inches during the full duration of the ride. All seats will have seat covers and will be washed after any single use.
- Each van will only be used once per day (three vans for three cohorts per day).
- After each use, van seats, steering wheel, seat belts, door handles and any other areas touched will be sanitized. Van will not be in use again for at least 24 hours.
- While the van is in use, all windows will remain open for ventilation.
- All staff will continue to be required to wear face masks.
- Any student who can wear a face mask with the assistance/reminders from their staff will be required to wear a face mask in the van.
- Students who cannot wear a mask will not be paired with other students during their outings (they will be the only non-wearing mask person in the vehicle).
- Students who can tolerate a mask for the duration of a van transition will have no more than 1 other peer in their community group. (1 staff driving, 2 masked students sitting 6+ feet apart and 1 staff seated in the row between the two students).
- If a student is solo on their community outing, a second staff will accompany them and their partner to drive. Students will be seated in the back of the van with their staff in the next row. Driver (non-partner) will remain 6+ feet from the student at all times.

- Driving “activities” such as place ID, community helpers, drive-thrus or curbside pick-up will not exceed 20 minutes.

**As previously stated, pertaining to loading/unloading the school vans:**

If Pioneer Programs transports students during the school day, students will be strategically seated 6 feet apart from one another and load/unload in the same manner described above as with the school buses to avoid students walking past one another.

- Upon getting into the school van, the student who sits farthest from the door will enter first.
- The next student sitting closest to the door will then enter.
- Upon exiting the school van, the student closest to the door will get off first.
- The student seated farthest from the door will then exit and continue.
- If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- If additional staff are required, a director will be alerted to safely support.
- If a student requires assistance to get on/off the van (seat belt buckle, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- There should never be more than one staff assisting their designated student at a time.

**Cleaning & Sanitizing Product Elements**

- When choosing cleaning products to clean and sanitize our school site the [Environmental Protection Agency \(EPA\)-approved list “N”](#) will be referenced to ensure product instructions are followed and cleaning products are approved for use against Covid-19.
- Reduce the risk of asthma related to disinfecting. Disinfecting protocols will select products on the list N with asthma-safer ingredients like hydrogen peroxide, citric acid or lactic acid.
- Products with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds as these products have the potential to cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, follow directions on label for appropriate dilution ratios and contact times. Employees will be provided with training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by HSA (Healthy Schools Act).
- Professional Cleaning service and staff are responsible for cleaning and disinfecting the school site. They will be equipped with the proper protective equipment, which includes gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products will be kept out of children’s reach and stored in a space within locked cabinets/ closets.
- A cleaning schedule is established in order to avoid under and overuse of cleaning products.

**Section 6 - Implementing Distancing Inside and Outside the Classroom**

**School Buses and Bus Stops**

While transportation between school and home is provided by the student’s district, Pioneer Programs is only able to assist with loading/unloading buses before/after school. Our protocol for distancing is as follows:

- **School Arrival**

- A Pioneer Programs staff will be stationed at the school bus drop off with a walkie talkie. All staff will remain in their stationed classroom until called to retrieve their students off of the bus or their drop-off vehicle. There will be constant communication to ensure students and staff remain distanced during unloading.
  - Upon arriving, the staff of the student closest to the door will get on the bus, complete a temperature check and then assist the student off the bus first.
  - The next student closest to the door will then have their temperature checked and then exit.
  - Staff will continue with this trend in order to prevent students from walking past one another and ensure temperature checks are done prior to exiting the bus.
  - If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
  - If additional staff are required, a director will be alerted to safely support.
    - If a student has a temperature of over 100 degrees + on the bus, when possible. The student will stay on the bus and be taken home. If that's not possible, the student will be:
      - Brought to sick bay
      - Temperature retaken immediately again upon arrival in the sick bay, and then every 5 minutes for the first 15 minutes - if still above 100+ within 15 minutes of entering school, the student's parents/ guardians will be contacted and the student will be sent home.
      - If after 15 minutes temp. is under 100, the student can return to their area/desk but their temperature will be taken every 15 minutes for the first 1.5 hours of school. If the temperature is 100+ at any other part of the day, the student's parent/ guardian will be notified to pick the student up and they will be sent home.
- **School Dismissal**
    - A Pioneer Programs staff will be stationed at the school bus pick up with a walkie talkie. All staff will remain in their stationed classroom with their student until called to walk their student out to the bus or pick-up vehicle. There will be constant communication to ensure students and staff remain distanced during unloading.
    - Upon departing, the student who sits farthest from the door will enter the bus first. The next student furthest from the door will then enter and continue with this trend in order to prevent students from walking past one another.
    - If a student requires assistance to get on the bus (buckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
    - There should never be more than one staff assisting their designated student on the bus at a time.

### **On School Campus**

- **Entering Campus**

Students will use entrances for their designated classrooms as follows:

- Main Gate(CSSD) –Located on Santa Monica Ave.
- Back Gate- In alley between Santa Monica Ave and Saratoga Ave.
- Alley (HS)– Between Santa Monica Ave and Saratoga Ave on the westside of Sunset Cliffs Blvd
- Saratoga Ave(HS)-West side of Sunset Cliffs

- **Meal Periods**

Students will eat lunch and snack at their desks within the classroom or outdoor tables.

- **Recess**

Students do not have scheduled recess but may access the outdoor space as a cohort throughout the day as long as it is not in use by another cohort. A walkie-talkie system will be used to communicate the use of outdoor space to determine when it is clear to transition to and use.

- **Classrooms**

Within each classroom, student's desks will be spaced at least 6 feet apart from each other. Transition protocols have been put into place to avoid students being within 6 feet of each other throughout the school day. Pioneer Programs serves students who require a 1:1 aide at all times due to immediate safety concerns for either themselves or others. In order to ensure safety, staff will be within 6 feet of the student when necessary such as to prevent falls, assist with transitioning, prevent behaviors, respond to behaviors, etc. Staff are required to wear a face mask and/or face shield and have the option to wear gloves when onsite, to be prepared at any moment to assist their student. However, if not immediately or directly needed (e.g. a student is engaged in a leisure activity, work task, etc.) each staff will have their own designated chair 6 feet from other students and staff to sit within the classroom to prevent from being in their area as much as safely possible.

- **Restrooms**

Each classroom has their own restroom, so it is observably in-use if the bathroom door is closed. Staff are aware that students should not congregate in the area outside the bathroom and should wait at their desk until it is available. It will be sanitized after each use.

- **Locker rooms**

Pioneer Programs does not have a gymnasium or locker room.

- **Exiting Campus**

- A Pioneer Programs staff will be stationed at the school bus pick up with a walkie talkie. All staff will remain in their stationed classroom with their student until called to walk their student out to the bus or parent pick-up. There will be constant communication to ensure students and staff remain distanced during unloading.
- Students will use exits for their designated classrooms as follows:
- Main Gate (CSSD) –Located on Santa Monica Ave.
- Back Gate- In alley between Santa Monica Ave and Saratoga Ave.
- Alley (HS)– Between Santa Monica Ave and Saratoga Ave on the west side of Sunset Cliffs Blvd
- Saratoga Ave (HS)-West side of Sunset Cliffs

### **Maximizing Space**

**Space will be maximized while staying as physically distant as possible:**

- **Classrooms** – Students are stationed at their own desk/area which is at least 6 feet from fellow peers. Each desk/area will be marked with tape on the floor so students can clearly detect their own area, as well as a visual to not go in other student's areas. When staff are not needed to directly assist their assigned student, they have a designated seat at least 6 feet from students desks and other staff seats.
- **School Buses** – School transportation is provided by the student's district; therefore, they will be creating their own specific plan for maximizing space on the bus.
- **School Van Protocols** - School Vans are not in use, if they are, please refer to the sections

above.

**Plexiglass partitions** will be used on desks of students who have a history of spitting to create a barrier between them and their staff.

**When employees cannot maintain physical distancing with students**, they will be trained and follow safety measures specified within the Healthy Hygiene Practices (Section 2) and the Cleaning, Disinfection and Ventilation Practices (Section 5).

### **Scheduling Students**

Upon school initially reopening physically, Pioneer Programs will be providing education through a hybrid-program which will be a blend of in-person learning and distance learning. Parents have the option to keep students at home and receive distance learning or return to campus from 9AM-1PM for a total of 240 instructional minutes. Each group will have six classroom spaces split into two/three cohorts total. Each location has their own entrance/exit/bathroom and a drop off/pick up procedure has been put into place to ensure students are never congregating in one area or cross paths with another cohort.

The change from the “original” exit time allows staff additional and adequate time to sanitize, organize and prepare for the following day. All OT/SLP services are virtual to allow minimal exposure between cohorts.

- **Entering School:**

- Students will use entrances for their designated classrooms as follows:
- Main Gate (CSSD) – Located on Santa Monica Ave.
- Back Gate- In alley between Santa Monica Ave and Saratoga Ave.
- Alley (HS)– Between Santa Monica Ave and Saratoga Ave on the westside of Sunset Cliffs Blvd
- Saratoga Ave (HS) - West side of Sunset Cliffs

- **Exiting School**

A Pioneer Programs staff will be stationed at the school bus pick up with a walkie talkie. All staff will remain in their stationed classroom with their student until called to walk their student out to the bus or parent pick-up. There will be constant communication to ensure students and staff remain distanced during unloading.

- Students will use exits for their designated classrooms as follows:
- Main Gate (CSSD) –Located on Santa Monica Ave.
- Back Gate- In alley between Santa Monica Ave and Saratoga Ave.
- Alley (HS)– Between Santa Monica Ave and Saratoga Ave on the westside of Sunset Cliffs Blvd
- Saratoga Ave (HS)-West side of Sunset Cliffs oor, down the ramp on the right and out the black gate into the parking lot.

### **Additional Distancing Protocols**

- **Administration and Supervisory Assistance**

In order for the school day to run smoothly, administration and supervisors may need to enter cohorts. The following protocols will be followed to prevent any type of possible exposure to the staff or students:

- Hands will be washed prior to entering a cohort
- Mask and gloves to be worn at all times
- Remain 6+ feet away from students/staff members within each cohort o Classroom

- belongings and/or surfaces will not be touched. However, if this is necessary, the area/items will be sanitized directly after
  - Time spent in the cohort will not exceed 15 minutes at a time
  - Hands will be washed after leaving the cohort
- **Accessing Outdoor Space**  
Students do not have scheduled recess but may access the outdoor space as a cohort throughout the day as long as it is not in use by another cohort. A walkie-talkie system will be used to communicate the use of outdoor space to determine when it is clear to transition to and use.
- **Behavior Support**  
In the event that a staff requires additional assistance with supporting a behavioral episode or challenging situation, a supervisory staff will assist **at the safest distance and least invasive way possible** (e.g. verbal directions via walkie-talkie while observing via video, in-person verbal directions given through a window while visually attending to the staff/student, in-class support while remaining 6 feet from all staff/students, etc.). Staff within the classroom will be directed to handle the situation to prevent “cross contamination” between staff outside their cohort. In the case of a behavioral crisis or emergency situation, the director will be available to assist in full PPE. Students who engage in higher intensity/frequent dangerous behaviors may be placed in their own cohort as a safety precaution to provide them enough space for staff to evade and space for students to de-escalate.
- **Student Services (OT and SLP):** To prevent service providers from entering student classrooms/cohorts, our OT and SLP will be virtual.

**If any of the bullets above are violated, documentation will be made.**

### **Limiting Student Mixing**

#### **Pioneer Programs’ Hybrid Program Outline**

We will be systematically inviting students to come to campus up to five days per week. Due to potential health risks and safety concerns, our program will also provide families with the option to utilize a hybrid schedule or opt for distance learning only if they feel it’s best for the safety of their child and/or household. If a student is unable to physically come to campus, we will continue to provide distance learning

At each entrance, there will be hand sanitizer, disinfectant spray, a thermometer and a symptoms checklist. Anyone entering the campus will need to check themselves. If they answer yes to anything on the checklist, they will need to leave. Staff will arrive at 8:30 to prep spaces for the student’s day. The first group of students will be dropped off at 9 am at designated locations depending on their classroom and checked for symptoms before leaving their vehicle. Side note: If anyone were to get symptoms during the day, they would be separated from the group and sent home immediately. Students will be required to wash their hands upon arrival, before and after breaks and lunchtime and anytime they use the restroom. Staff will model proper handwashing technique and will reinforce handwashing throughout the day. There will also be hand sanitizer or a place to wash hands in every room. Students will be on campus until 1:00pm (240 minutes). When on campus, each student will work directly with their 1:1 support staff under guidance given by their teacher. Students will ideally only have one staff (no switches) (unless they’re a student with a 2:1). 66% and 50% ratio students may require 1:1 support so eyes can be kept on students at all times for disinfecting reasons. If there is any cross exposure (need for extra support due to

a behavior, staff out, etc.), it will be logged so we can track who needs to be quarantined/contacted if someone gets sick.

Students will be spread out, to the greatest possible, across the campuses to maximize social distancing. This includes outside and common spaces when possible. If any space is shared, such as a bathroom or piece of equipment, it will be disinfected immediately after each use. The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19. Staff will be continuously maintaining sanitation as they navigate the campus. They will disinfect bathrooms after every use (door handles, faucets, flushers, toilet seats, sinks, etc). Additionally, staff will disinfect all utilized areas and surfaces on scheduled intervals while staff/students are present. A full disinfection protocol will take place once all the students have gone home at the end of the day.

It should be noted that some staff members may be working with more than one student within a given week which can increase the amount of people students and staff are exposed to. We plan to do our best to minimize this risk and keep the same staff members working with the same student as often as possible, or at least within the same cohort. Parent concerns regarding exposure to more than one staff will be taken into account. Parents would have the option to revert back to distance learning if they feel it's the safest option.

If staff needs to be out, we will try to find a replacement within the same cohort, but if that is not possible, we may seek assistance from outside of the cohort. Again, parent concerns regarding exposure will be taken into account. If no sub can be found or a parent has expressed concern regarding exposure to more than one staff, we will provide distance learning.

In order to increase social distancing and avoid groups of people in small spaces, staff and students will not use school vans. Any Community Based Instruction that requires vans will be on hold until further notice. Student outings will consist of walks, bike rides, and safe social distancing areas within walking distance of the school.

Only necessary staffing personnel will be permitted to enter learning areas as needed for each student's program (i.e., 1:1 aide will assist students on campus in using materials and/or electronic online instruction from a teacher or service provider) in order to keep all staff and students exposed to the least amount of people as possible. Services and admin will limit entering workspaces (only when necessary). While on campus, teachers will remain distant as well to avoid cross exposure.

If a student or staff get symptoms, we are recommending COVID testing. Until we have more information, only that staff/student self-quarantines (instead of closing both campuses) per SDCOE's decision tree. Possibly others who share the space or transportation may also need to self-quarantine depending on exposure. Students and staff with symptoms of COVID-19 (even some without periodically) will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows. The Program Directors, HR department and CEO will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents as soon as possible if communication is warranted. We will follow the guidance flow charts of communication and quarantine as directed if there is an occurrence.

Transportation will either be provided by the parent or the district (we will consider providing emergency transportation case by case when trained staff are willing).

Our school intends to work with County of San Diego public health officials to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools' website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPPA and state law related to privacy of educational records.

**Documentation of Weekly Engagement:**

Teachers will be completing daily logs that show engagement for each pupil during synchronous and/or asynchronous instruction to verify daily participation and assignment completion. (Ed Code § 43504)

**Procedures for Re-engagement:**

We will be verifying that we have current contact information for each enrolled student. Proactively, we will be maintaining daily communication with parents and guardians to make any necessary adjustments prior to reaching 3 days. When a student is absent from distance learning for more than three school days or 60% of the instruction in a school week, we have the following plan of re-engagement in place:

- The teacher will email, call and/or text parent to address any needs and make a plan
  - If the plan is not followed, the program director will reach out directly
  - If the plan is still not followed, we will call an in house meeting with the parent/guardian, teacher and program director
    - If necessary, provide a connection with health and social services as needed
  - If the plan continues to not be followed, an IEP team meeting will be set to further address concerns
- When feasible, transitioning the student to full-time in-person instruction
- As has been done on a regular basis, we will continue to report attendance in their monthly invoice. When a student does not engage for 60% of the instruction in a week, we will contact the LEA within three business days by email and/or phone call unless an individual plan for increasing participation has been agreed upon between the LEA and the NPS/NPA.

**Policies that will be in place:**

- Visitors will be permitted by appointment only.
- Staff/visitors will participate in a daily screening process prior to entering campus.
- Students/staff/visitors will all be required to wear face masks. We understand this will be a challenge for some students but it's something we have to work on. (See CDPH Guidance for the Use of Face Coverings below)
- Students/staff will be required to stay in one area in order to avoid unnecessary contact with other students/staff members working in other areas of the school.
- Specific spaces will be assigned their own bathroom. If there's an emergency and a different bathroom has to be used, we will disinfect and document this.
- Parents will provide written permission for local CBIs (walks in the community, beaches, stores).
- Parents will be asked to follow our modified sick policy. (students will not be sent in with symptoms, parent will pick up a student with symptoms immediately, parent will allow Pioneer

Programs to take student temperatures, parent will not hold the school liable if the school has followed all outlined safety protocols)

- Pioneer Programs will check for symptoms prior to the student leaving their vehicle, which may include taking student temperature with a contactless thermometer. When a student presents symptoms while on campus that student will be sent home immediately and removed from any school areas being used by other students/staff. Once a student is sent home for symptoms, that student will be required to stay home from the school campus for two weeks or until a doctor's note is provided. Once a student has been sent home, they will resume regular distance learning until able to return to an on campus schedule.
- If a student or staff is sent home with symptoms (or reports them), we will follow the SDCOE decision tree.
- If there are students that jeopardize the safety of a whole classroom (continuously has behaviors that require additional support beyond their 1:1, not staying in assigned areas, demonstrates high risk for spreading a sickness behaviors (coughing, sneezing, wiping mucus on things, spitting, space invading others besides their 1:1, etc), these students may be asked to revert to a distance learning only schedule. For some students, we may consider one day per week to start or Friday's only when even fewer students/staff will be on campus.
- A dedicated number of staff members will be assigned specifically to cleaning all areas and surfaces regularly throughout the day.
- Staff and students will be asked to limit the number of personal belongings brought to campus to only necessary items that can be contained in one bag.

Following guidelines from the California Department of Public Health Industry Guidance for Schools and School Based programs, all students in grades 3rd, 4th, 5th, and 6th will be required to wear a face covering throughout the duration of the day, except during meal times and when outdoors if physical distancing can't be maintained. Grades TK, K, 1st and 2nd are strongly encouraged to wear a face covering. Face coverings must cover the nose and mouth. We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt (i.e. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering). Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently. Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

#### **Posted protocols for being on campus:**

If you enter the campus these guidelines must be followed:

- Visitors will be permitted by appointment only.
- You must complete a symptoms checklist prior to entering. (see below)
- If you are on the property, you must wear a cloth/mask that covers your nose and mouth. Students are required as well to the best of their ability. We will have extra masks on campus when needed.
- Visitors will take their temperature and verify it with the Administrative personnel upon arrival
- When you enter the building, you must immediately wash your hands (or use hand sanitizer). Wash your hands regularly.
- Stay in your designated spaces on campus and use only your assigned restroom
- Keep social distancing of at least 6 ft. Spread out. There should be no physical contact. Some flex must be given while working with students, but do your best. Keep in mind if it's windy, droplets can carry further than 6ft.
- You must sanitize the things and areas you have touched for the safety of others.

- Increase ventilation by opening windows and doors.
- Create habits and reminders to avoid touching your face and cover coughs and sneezes.
- If you are feeling sick or if you have household members that are sick, stay home and do not come near campus.

### **Symptoms Checklist**

Every day before you or your student leaves the house, make sure the answer is “No” to all the of the following questions.

Have you, your student or anyone in your household had:

- a fever or felt feverish in the last 3 days?
- any of the following new symptoms:
  - Cough
  - Runny Nose
  - Chills
  - Sore throat
  - Muscle pains/body aches
  - Extreme fatigue
  - Vomiting/Diarrhea
  - Loss of sense of taste or smell
  - Shortness of breath or trouble breathing
- Contact with someone who is positive or highly likely to be positive with COVID-19 in the last 14 days.

If the answer is “yes” to any of these questions, you should not come in or send your student to school. Please let us know immediately as we will quarantine anyone who was exposed for the safety of everyone.

## **Section 7 - Limit Sharing**

The school has developed plans that describe how it will limit use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. Frequently shared objects include but are not limited to toys, games, art supplies, learning aids, books, electronic equipment, and playground equipment. The school’s plan describes:

- *Keep each child’s belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings are taken home each day to be cleaned:*
  - Toys/Fidget- Toys and fidgets will be student specific; they will always be in the student’s possession or in their personal bin.
  - Games- Game’s stay in the group’s cohort classroom. When used, the game will go in a “to be sanitized” bin to clean at the end of the day.
  - Art Supplies- Each student will have their own set of art supplies in their personal bin and are to be only used by said student. This includes paintbrush, paint, markers, pens, pencils and crayons that are to be sanitized after use.
  - Learning Aids- Each student will have their own, color coded star charts, timers, and other specific learning aids. To be sanitized at the end of every day.
  - Books- Cohort specific bookshelves in each classroom. If a student picks up a

- book to read, once finished it goes in the “to be sanitized” bin.
- Electronic Equipment- Student specific iPads that are labeled with their acronyms, only to be used by that student. Each will be sanitized after use at the end of the day.
  - Playground Equipment- One student will be allowed to access the playground at a time. Once finished, students /staff will sanitize the playground.
  - Bean Bags- Students who request bean bags can claim one at the beginning of the day. Once chosen, that will be the student’s specific bean bag to take breaks on throughout the day. Bean bag covers used will be washed at the end of the day.
  - Sensory Room Equipment- Students/staff must schedule times to use the sensory room. Students/staff will sanitize equipment used once done.
  - Chairs/Desks- Chairs and desks will not be moved around and will be sanitized at the end of the day.
  - Eating Utensils- Students will bring their own eating utensils or use our own disposable utensils to eat.
- *That adequate supplies are available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable, or how the use of supplies and equipment will be limited to small groups of children and cleaned and disinfected between uses.*
    - Sensory Room- Students/staff must schedule times to use the sensory room. Students/staff will sanitize equipment used once done.
    - Playground Equipment- One student will be allowed to access the playground at a time. Once finished, students/staff will sanitize the playground.
    - Books/Games- Will be cohort classroom specific, when one is used by a student it goes in the “to be sanitized” bin.
    - Bean Bags- Students who request bean bags can claim one at the beginning of the day. Once chosen, that will be the student’s specific bean bag to take breaks on throughout the day. Bean bags that are used will be sanitized after each use.

## **Section 8 - Train All Staff and Educate Families**

Staff have been trained on the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal and washing of face coverings
- o How to Safely Wear and Take Off a Cloth Face Covering
- Screening practices
- [10 things you can do to manage your COVID-19 symptoms at home](#)
- [When You Can be Around Others After You Had or Likely Had COVID-19](#) o [How COVID-19 is Spread](#)
- COVID-19 specifics symptom identification (and when to seek medical attention)
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if someone they live with has been diagnosed with

## COVID-19

- Pioneer Programs' plan and procedures for when students or staff become sick at school
- Pioneer Programs' plan and procedures to protect workers from COVID-19 illness
- Guidance on the importance of community physical distancing, including discouraging staff from gatherings

### **Families will be provided with training materials on the following safety actions on request:**

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- Proper use, removal and washing of face coverings
- Screening practices
- [When You Can be Around Others After You Had or Likely Had COVID-19](#) o [10 things you can do to manage your COVID-19 symptoms at home](#)
- [How COVID-19 is Spread](#)
- COVID-19 specifics symptom identification (and when to seek medical attention)
- Preventing the spread of COVID-19, including the importance of not sending their child to school if they have symptoms, or if someone they live with has been diagnosed with COVID-19
- Pioneer Programs' plan and procedures for when students or staff become sick at school
- Guidance on the importance of community physical distancing, including discouraging students and their families from gatherings

### **C19 Student Screening Document**

Prior to physically returning to school, students will not be allowed onsite without a parent signature on the C19 Student Screening Document. This document attests that the student, their family members and those they have been exposed to have not been diagnosed with COVID-19 and the student has not displayed any symptoms noted above. If the student does not meet the safety criteria stated on the document, they are not allowed to physically attend school and will be provided an education through distance learning until the guidelines within Section 12 are met.

All training and materials were provided virtually. Directors of Pioneer Programs will track staff training and their completed date as well as provide dates training documents were provided to families.

## **Section 9 - Check for Signs and Symptoms**

### **Prevention of Discrimination During COVID-19**

Discrimination and hate have no place in our school and within the larger community, let alone in our response to COVID-19.

- **Purpose:**  
To provide a workplace free from discrimination and/or harassment of any type.
- **Policy:**  
Pioneer Programs is committed to maintaining a working, learning and healing environment that

is free from discrimination and/or harassment of any type. Any type of discrimination and/or harassment that constitutes differential treatment on the basis of race, color, religion, national origin, age, medical condition (including a diagnosis of COVID-19 or any other disease), disability, marital status, sex (including sexual harassment), sexual orientation, ancestry, genetic information, gender, gender identity, gender expression, military and/or veteran status, or any other characteristic or activity protected by law.

- **Procedures:**
  - **Reporting and Investigating Discrimination and/or Harassment**
    - Any team members who feel discriminated and/or harassed against should promptly report any incidents to the School Director or the Human Resources Director.
    - A team member is not required to file a complaint to the School Director or the Human Resources Director if that person is the individual who is discriminating and/or harassing them. They may instead report the complaint to his or her immediate supervisor or any other member of the Administrative Team.
    - Supervisors and managers who receive complaints or who observe
    - discriminating and/or harassing conduct should immediately inform the School Director and Human Resource Director or other appropriate company officials so that an investigation may be initiated.
    - Every report of discrimination and/or harassment will be investigated thoroughly and promptly, in the following steps:
      - An interview of the employee (who lodged the discrimination and/or harassment complaint) to obtain complete details regarding the alleged behavior.
      - Interviews of anyone who is alleged to have committed the acts of discrimination and/or harassment to respond to the claims.
      - Interview of any employees who may have witnessed, or who may have knowledge of, the alleged discrimination and/or harassment.
      - The School Director or Administrative Director or other company official responsible for the investigation, will notify the Team Member who lodged the complaint of the results of the investigation.
      - The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

In addition to notifying Pioneer Programs about discrimination and/or harassment or retaliation complaints, affected Team Member(s) may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”). The DFEH initially serves as a neutral fact-finder and attempts to help the parties voluntarily resolve the complaint. The DFEH can be contacted at (800) 884-1684; or for the hard of hearing, (TTY) (800) 700-2320; or visit the department’s website at [www.dfeh.ca.gov](http://www.dfeh.ca.gov). A complaint of sexual harassment also may be filed within 300 days of the harassment, with the Equal Employment Opportunity Commission (EEOC), reached by calling (800) 669-4000 or for the hard of hearing, (800) 669-6820. EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov).

A complaint of sexual harassment may be filed within one year of the harassing conduct.

- **Corrective Action and Discipline**
  - Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of

- employment, depending on the circumstances.
- Acts of discrimination and/or harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

- **Non-Retaliation**

Pioneer Programs will not tolerate retaliation against any Team Member for making a complaint of discrimination and/or harassment or for cooperating in an investigation. If discrimination, harassment, or retaliation is established, Pioneer Programs will take corrective action up to and including termination of employment.

*By signing below: I confirm that I read, understood, received a copy of Pioneer Programs' Discrimination and Harassment Policy. I understand that as an employee, it is my responsibility to abide by Pioneer Programs policy and procedures. If I have questions about the training, materials presented or Pioneer Programs policy and procedures, I understand it is my responsibility to seek clarification from the Director.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **Checking for Signs and Symptoms of Students and Staff**

- **Screening and Temperature Checks for Staff and Students**

- Families, students, and staff will be encouraged to stay home, without fear of reprisal and/ or discrimination (see Section 9.1) if they have had contact with anyone with COVID19 or show symptoms. Symptoms include but are not limited to:
  - Temperature over 100 degrees
  - Cough
  - Shortness of breath
  - Chills
  - Repeated shaking with chills
  - Fatigue
  - Muscle aches/ pain
  - Sore throat
  - Congestion/ runny nose
  - Loss of smell/taste
  - Headache
  - Nausea/vomiting
  - Diarrhea
  - Lack or poor appetite
- Disregard symptom if school personnel is already aware of a chronic, pre-existing condition that causes the symptom or the nature of the symptom (eg. duration, intensity must be consistent with the underlying chronic condition).
- Staff and students will be asked to self-screen at home before coming to school or getting on the bus per criteria maintained and updated by the San Diego County Office of Education (SDCOE) in consultation with California Department of Public Health (CDPH).
- All staff will fill out, initial and sign, a Staff Screening Tool document daily and hand into Human Resources or the Program Director.

- Upon arrival, all staff/ students will have temperature checks with a no touch thermometer.
  - Staff temperature taken upon entry to campus.
  - Students on bus or before exiting their personal transportation by staff. (*Follow established protocols if a temperature of 100°F or higher or other symptoms are detected.*)
  - Students and/or staff with a temperature 100°F or higher will not be admitted on campus and shall be sent home until they are symptom-free.
    - If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history to identify allergies to ensure symptoms are new and not typical.
  - Any positive COVID-19 test results of staff or students, school administration needs to be notified immediately and the school will notify appropriate parties.
  - Separate Areas on Campus (Sick Bay) for Any Person Exhibiting Symptoms of COVID-19 are established for each classroom.
    - If a student develops a fever while at school, they will be isolated from other students, in the Sick Bay with a face covering if they do not have one, and parent/guardian will be contacted to pick them up.
    - Students and staff will be advised to consult with a health care provider if COVID-19 is suspected.
    - Areas used by any sick person will be cleaned and disinfected.
  - Wellness checks will be conducted throughout the day.
- **Sanitation Habits**
  - Handwashing will be occurring throughout the day.
  - Hand sanitizer stations will be set up all around the facility and staff and students will be directed to use them regularly and before and after entering a new space.

### **Documentation and Tracking Incidents of Possible Exposure**

If a school staff or student was exposed to COVID-19, the school site will document the date of notification from either student(s), staff or visitor(s), who have notified us of their potential case of COVID-19.

- The documentation of this information will maintain confidential, as required under FERPA, HIPAA and state law related to privacy of the students, staff and visitors, affected by the positive case of COVID-19. We will ask the following questions:
  - What was the date of the last contact of possible exposure?
  - How long was the contact?
  - What was the approximate distance of the contact?
  - Are you experiencing any symptoms?
- San Diego County Health Department, staff within our cohorts and families of students within our cohorts will be notified immediately of any **positive case** of COVID-19. SAN DIEGO COUNTY

Wilma Wooten, MD, MPH  
 Health Services Complex  
 3851 Rosecrans St., Rm. L-15, MS P-578  
 San Diego, CA 92110-3134  
 Wilma.wooten@sdcounty.ca.gov  
 OFFICE (619) 542-4181

## Section 10 - COVID-19 Positive Plan

### **Staff, Student or Visitor Illness Plan**

#### **Student Illness**

If a student becomes ill or shows a sign/symptom of COVID-19, they will be isolated in the designated sick bay, or isolation area, located in the back room of the activity hall. The ill student will be escorted into the sick bay through the outside double doors adjacent to the courtyard. In the sick bay, the student will have access to a cot where they can rest until their parent(s)/ guardian(s) or caregiver(s) are able to pick them up from school.

- **Symptoms include but are not limited to:**
  - Temperature over 100 degrees
  - Cough
  - Shortness of breath
  - Chills
  - Repeated shaking with chills
  - Fatigue
  - Muscle aches/ pain
  - Sore throat
  - Congestion/ runny nose
  - Loss of smell/taste
  - Headache
  - Nausea/vomiting
  - Diarrhea
  - No appetite/ Loss of appetite
  
- **While Isolated**

While in these isolation areas, students who are able to wear masks will be instructed to do so. Students will remain in isolation until they can be transported home or to a healthcare facility, if needed, and as soon as possible.
  
- **Procedure**
  - If a student shows a sign of symptom of illness, staff will ensure there is a clear path to the sick bay in which no other students or staff could come into contact with them.
  - The student will be immediately isolated and parents/guardians will be notified immediately to come pick up their child/ren.
  
- **Staff/Visitor Illness**

If a staff member or visitor becomes ill or shows signs or symptoms of COVID-19, they will be instructed to immediately leave campus. If unable to do so, staff will remain in isolation until they can be transported home or to a healthcare facility, if needed, and as soon as possible. Please see Section 12 regarding CDC criteria for returning to work/school.
  
- **Emergency Situations**

If a student, staff or visitor is showing any of the symptoms below, 911 will be called

immediately and the operator will be notified that we are seeking care for someone who has or may have COVID-19. These symptoms include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Any additional, concerning symptoms

- **Additional Isolation Area Information**

If an isolation area is used to isolate a staff or student, the following protocols will be taken:

- After use, isolation areas will be closed and cannot be used again prior to a thorough cleaning and disinfection.
- If possible, staff will wait 24 hours before cleaning and disinfecting the isolation area. If this is not possible, wait for as long as practicable.
- Isolation areas will each have a log on the door/wall outside to track the use, length of time and disinfection time/plan. (See Isolation Area Log).
- When cleaning and disinfecting, a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning will be used
- Disinfectant products are kept in a locked closet so they are not accessible to students

- **Additional Education Information**

If required to home isolate or quarantine, students will continue to have access to instruction from home through distance learning.

Sick staff and students will also be advised not to return to school until they have met the CDC criteria to discontinue home isolation. Reference CDC for guidance.

### **Cal/OSHA Covid-19 Prevention Plan**

(The following policy is in direct correlation with AB 685, in effect 1/1/2021)

If Pioneer Programs receives a notice of potential exposure to COVID-19, the school liaisons shall take all of the following actions within one business day of the notice of potential exposure:

- Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19 in a manner the employer normally uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.
- Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections of the employee.
- Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the employer plans to implement

and complete per the guidelines of the federal Centers for Disease Control.

If Pioneer Programs is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the State Department of Public Health, within 48 hours, the school liaisons shall notify the local public health agency in the jurisdiction of the worksite of the names, number, occupation, and worksite of employees who meet the definition as a qualifying individual. The school liaisons shall also report the business address and NAICS code of the worksite where the qualifying individuals work. An employer that has an outbreak subject to this section shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

The notice required shall contain the same information as would be required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer. This requirement shall apply regardless of whether the employer is required to maintain a Cal/OSHA Form 300 injury and illness log. Notifications required by this section shall not impact any determination of whether or not the illness is work related.

In addition to the requirements outlined in AB 685, if a staff or student within Pioneer Programs is diagnosed with COVID-19, the liaisons will promptly notify the County Department of Public Health that there is an employee diagnosed with COVID-19, together with the name, date of birth, and contact information of the employee. They will cooperate with the County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace.

If three or more cases are identified at Pioneer Programs within a span of 14 days, the liaisons will provide notice of the exposure to all employees, service providers, visitors or any other persons who may have been exposed to COVID-19 at the workplace. Pioneer Programs will also provide such notice when at least one employee is diagnosed with COVID-19 in the workplace.

**County of San Diego Public Health Officer Information:**

SAN DIEGO COUNTY  
Wilma Wooten, MD, MPH  
Health Services Complex  
3851 Rosecrans St., Rm. L-15, MS P-578  
San Diego, CA 92110-3134  
Wilma.wooten@sdcounty.ca.gov  
OFFICE (619) 542-4181  
FAX (619) 542-4186

California Department of Public Health (CDPH) guidelines are incorporated to update protocols as needed to prevent further cases at school. [Employers should prepare for identification of COVID-19 outbreaks in their workplace](#)

## **Section 11 - Plan for Monitoring Health**

Staff absence is tracked on a daily basis through scheduling software. Protocol for calling out due to illness requires staff to alert Pioneer Programs' director no later than within an hour of their shift start. A roster of all staff and students they are trained to work with is updated after any staffing changes, training, etc. and is accessible by all supervisory staff.

The designated staff liaison for students/parents, staff and visitors are the COVID-19 Liaison and Program Director. Both of whom will coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

Communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, according to state laws and FERPA laws will be conducted via text and email notices. During training, staff will be aware of the CDC guidelines to "COVID-19 Symptoms" along with "Stop the Spread of Germs" so they are aware of what to look for in regards to themselves and self monitoring as well as students. Parents/Guardians will also furnish this information via email so that they are able to prescreen their child's health before sending them to school. See links provided below.

- [Symptoms of Coronavirus \(COVID-19\)](#)
- [Stop the Spread of Germs \(COVID-19\)](#)

Local health officials, staff, and families will be notified immediately of any positive case of COVID-19 while maintaining the confidentiality.

SAN DIEGO COUNTY  
Wilma Wooten, MD, MPH  
Health Services Complex  
3851 Rosecrans St., Rm. L-15, MS P-578  
San Diego, CA 92110-3134  
Wilma.wooten@sdcounty.ca.gov  
OFFICE (619) 542-4181  
FAX (619) 542-4186

Both staff and students who are at higher risk and cannot return to physical school will have options such as telework and distance learning.

## **Section 12 - Considerations for Reopening and Partial/Total Closures**

### **Considerations for Partial or Total Closures**

In consultation and consideration of the guidance from the San Diego County Health and Human Services Agency (SDHHS), the California Department of Public Health (CDPH) and the Center for Disease Control and Prevention (CDC), and public health information and once our county is removed from the monitoring list and our school will reopen. Schools are not required to close again if the county is placed back on the monitoring list. Individual school closures are recommended based on the number of cases in the positive COVID-19 cases, the percentage of staff and students that are positive of COVID-19, the SDHHS will be consulted. Our school may close if there are multiple cohorts with multiple cases at our school or when at least 5% of the total number of students and staff cases are within a 14 day period, with consultation of SDHHS.

Reference Link:

[COVID-19 Symptom Decision Tree Updated 1.11.2021 Decision Guide for COVID-19 Symptoms and Exposures & Follow-up](#)

- **COVID-19 Exposure/ Action & Communication Steps:**
  - **If student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of smell or taste, difficulty breathing)**
    - Action:
      - Send Home
        - Recommend Testing (if positive, see "Confirmed COVID-19 case Infection". If negative, see "Test negative after symptoms")
      - School/Classroom remain open
    - Communication
      - No Action Needed
  - **If student or staff with close contact (\*) with a confirmed COVID-19 case**
    - Send home
      - Quarantine for 14 days from last exposure
        - Recommend testing (but will not shorten 14-day quarantine)
      - School/ classroom remain open
    - Communication:
      - Consider school community notification of a known contact
  - **Confirmed COVID-19 case infection:**
    - Action:
      - Notify the local public health department
        - Isolate case and exclude from school for 10 days from symptom onset or test date
        - Identify contacts (\*), quarantine & exclude exposed contacts (likely entire cohort (\*\*)) for 14 days after the last date the case was present at school while infectious
        - Recommend testing of contacts (but will not shorten 14-day quarantine period)
        - Disinfection and cleaning of classroom and primary spaces where case spent a significant amount of time
      - School remains open
    - Communication:
      - School community notification of a known case

- **Tests negative after symptoms**
  - Action:
    - May return to school 3 days after symptoms resolve
    - School / classroom remain open
  - Communication:
    - Consider school community notification if prior awareness of testing

### **Definitions**

\*A contact is a person who is less than 6 feet from a case for more than 15 minutes. \*\*A *cohort* is a stable group with fixed membership that stays together for all courses and activities during the school day and avoids contact with other persons or cohorts.

If a classroom cohort or our school needs to close, the students move to distance learning as outlined in our distance learning plan until we can return back to campus.

Our school's decision to close or stay open is based on guidance from CDC in addition to SDHHS and this decision tree from CDC to assess risk.

Communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, according to state laws and FERPA laws will be conducted via text and email notices. During training, staff will be aware of the CDC guidelines to COVID-19 Symptoms along with Stop the Spread of Germs so they are aware of what to look for in regards to themselves and self monitoring as well as students. Parents/ Guardians will also furnish this information via email so that they are able to prescreen their child's health before sending them to school. See links provided below.

- [Symptoms of Coronavirus \(COVID-19\)](#) [Stop the Spread of Germs \(COVID-19\)](#)

If a student is absent due to COVID-19 like symptoms, exposed to someone who has tested positive for coronavirus or school is closed, students will be provided their education through distance learning.

Please reference Pioneer Programs' most recent distance learning plan. If a student is absent due to COVID-19 like symptoms, exposed to someone who has tested positive for coronavirus or school is closed, students will be provided services as specified on their Individualized Education Plan through alternative means as referenced on Pioneer Programs' most recent distance learning plan.

### **Nutrition Services**

Students of Pioneer Programs bring their own lunches and snacks daily due to specific dietary restrictions. Pioneer Programs does not provide students with meals during the school day unless requested. During school closures or while a student is out due to COVID-19 symptoms or exposure, students' nutrition will continue to be provided by their family. If any parent expresses struggles with providing meals to their child, Pioneer Programs will notify the district to link them up with their nutrition service program.

## Section 13 – Laws and Resources

### Regarding Labor Laws

Employees impacted by COVID-19, whether symptomatic or caring for sick family members, are covered by California Labor Laws which can be viewed at [labor.ca.gov/coronavirus2019/](http://labor.ca.gov/coronavirus2019/). This direct link covers all of the programs an employee may be eligible for due to inability to work due to COVID-19. Below is an outline of programs available for workers who qualify for state and federal aid programs.

Program	Why	What	Benefits	Additional Information	How to File
<b>Disability Insurance</b>	If you are unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)	DI is short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work related illness, injury, or pregnancy.	DI benefit payments are approximately 60-70% of wages (depending on your income); ranging from \$50-\$1,300 a week for up to 52 weeks.	To learn more about your eligibility for Disability Insurance see the following link to the EDD. <a href="#">Am I Eligible for Disability Insurance Benefits?</a>	To file a Disability Insurance Claim see the following link to the EDD. <a href="#">How to File a DI Claim in SDI Online</a>
<b>Paid Family Leave</b>	If you are unable to work because you are <i>caring for an ill or quarantine family member</i> with COVID-19 (certified by a medical professional)	PFL is a short-term benefit for up to 6 weeks to workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.	PFL benefit payments are approximately 60-70% of wages (depending on income); ranging from \$50-\$1,300 a week for up to 6 weeks.	To learn more about your eligibility for Paid Family Leave see the following link to the EDD. <a href="#">Am I Eligible for Paid Family Leave Benefits?</a>	To file a Paid Family Leave claim see the following link to the EDD. <a href="#">How to File a Paid Family Leave (PFL) Claim in SDI Online</a>

<p><b>Unemployment Insurance (and any extended UI benefits program)</b></p>	<p>If you have lost your job or have had your hours reduced for reasons related to COVID-19</p>	<p>UI is a partial wage replacement benefit of payments to workers who lose their job or have their hours reduced, through no fault of their own.</p>	<p>UI benefit payments range from \$40-\$450 per week for up to 26 weeks (plus additional weeks under extended UI benefits program).</p>	<p>To learn more about Unemployment Insurance see the following link to the EDD. <a href="#">Unemployment Insurance Eligibility Requirements</a></p>	<p>To file an Unemployment Insurance Claim see the following link to the EDD. <a href="#">Guide to applying for unemployment benefits</a></p>
<p><b>California Paid Sick Leave</b></p>	<p>If you or a family member are sick or for preventative care, including when civil authorities recommend quarantine, isolation, or a stay-at-home order</p>	<p>The leave you have accumulated or your employer has provided to you under the Paid Sick Leave Law. This may be 1 hour accrued for every 30 hours worked or 3 days/ 24 hours provided per year; the employer may cap accrual at 48 hours and use 3 days or 24 hours, whichever is greater, within a 12 month period.</p>	<p>This paid sick leave is paid to you at your regular rate of pay or an average based on the past 90 days.</p>	<p>To learn more about your eligibility for California Paid Sick Leave see the following link to the EDD. <a href="#">California Paid Sick Leave: Frequently Asked Questions</a></p>	<p>If accrued sick leave is denied, you may be eligible to file a Wage claim. See the following link to the EDD. <a href="#">How To File Wage Claim</a></p>
<p><b>Federal Families First Corona virus</b></p>	<p>If you are unable to work or telework because: (1) You are subject to a Federal,</p>	<p>FFCRA are up to 80 hours of paid sick leave for employees who work for public employers, or for private</p>	<p>FFCRA benefits for the employee include the higher of regular rate or minimum wage rate, not to</p>	<p>To learn more about FFCRA Emergency Paid Sick Leave, see the following link to the US Department of</p>	<p>If paid sick leave is denied, you may file a FFCRA Emergency Paid Sick Leave claim,</p>

	<p>State, or local quarantine or isolation order related to COVID-19.</p> <p>(2) You have been advised by a healthcare provider to self quarantine due to concerns related to COVID-19.</p> <p>(3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.</p> <p>(4) You are caring for an individual who is subject to an order as described in point (1) or you have been advised to self-quarantine as described in point (2).</p> <p>(5) You are caring for a child whose school or place of care has been closed, or whose child care provider is not</p>	<p>employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care).</p>	<p>exceed \$511 per day and \$5,110 in total</p> <p>For family care: <math>\frac{2}{3}</math> of regular rate, not to exceed \$200 per day and \$2,000 in total</p>	<p>Labor <a href="#">COVID-19 and the American Workplace</a></p>	<p>see the following link to the US Department of Labor <a href="#">What do I do if my employer, who I believe to be covered, refuses to provide me paid sick leave?</a></p>
--	--	---	---	--	--

	available due to reasons related to COVID-19. (6) You are experiencing any other substantially similar condition related to COVID-19.				
<b>Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family &amp; Medical Leave</b>	If you are unable to work or telework because you are caring for a child whose school or daycare is closed or child care provider is not available, for reasons related to COVID-19.	FFCRA Emergency Paid Family & Medical Leave benefits include up to an additional 10 weeks of paid leave for employees who work for public or private employers with fewer than 500 employees. (Small business exemption may apply).	FFCRA Emergency Paid Family & Medical Leave benefits are 2/3 of regular rate, not to exceed \$200 per day and \$10,000 total.	To learn more about your eligibility for FFCRA Emergency Paid Family & Medical Leave see the following link to the US Department of Labor <a href="#">FFCRA Emergency Paid Family &amp; Medical Leave</a>	If paid leave for child care is denied, you may file a FFCRA Emergency Paid Family & Medical Leave claim see the following link to the US Department of Labor <a href="#">What do I do if my employer, who I believe to be covered, refuses to provide me expanded family and medical leave to care for my own son or daughter whose school or place of care has closed,</a>

					<a href="#">or whose child care provider is unavailable, for COVID-19 related reasons?</a>
<b>Workers' Compensation</b>	If you reported to your employer's worksite between March 19 & July 5, 2020 and tested positive or were diagnosed with a COVID-19 related illness, you may be eligible for workers' compensation benefits under the Executive Order issued by Governor Gavin Newsom on May 6, 2020.	Under this Executive Order you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when you either return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.	TD generally pays ⅔ of gross wages you lose while you are recovering from a work related illness or injury, up to the maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered permanent disability due to the illness.	To learn more about your eligibility for Workers' Compensation benefits see the following link to EDD <a href="#">Workers' Compensation in California: A Guidebook for Injured Workers</a>	To file a Workers' Compensation claim see the following link to the EDD <a href="#">How to File a Claim</a>

## C19 PP Hyperlink Website Reference Sheet

### Section 1

- California Department of Public Health  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunizations/ncov2019.aspx>
- California Department of Education  
<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>
- San Diego County Health and Human Services Agencies, Public Health Services  
<https://www.sandiegocounty.gov/coronavirus.html>
- San Diego County Office of Education  
<https://covid-19.sdcoe.net/>

### Section 3

- CDC “higher risk of severe illness”  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk-old.html>
- CDC “preventative measures”  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- CDC “social distancing”  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

### Section 5

- Environmental Protection Agency (EPA)-approved list “N”  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

### Section 8

- How to Safely Wear and Take off a Cloth Face Covering  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- How COVID-19 is Spread  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
- 10 things you can do to manage your COVID-19 symptoms at home  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
- When You Can be Around Others After You Had or Likely Had COVID-19  
[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

### Section 9

- California Department of Fair Employment and Housing (“DFEH”)  
<http://www.dfeh.ca.gov/>
- Equal Employment Opportunity Commission (EEOC)  
<http://www.eeoc.gov/>

## Section 10

- 10 things you can do to manage your COVID-19 symptoms at home  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>
- When You Can be Around Others After You Had or Likely Had COVID-19  
[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprev\\_ent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprev_ent-getting-sick%2Fwhen-its-safe.html)
- Employers should prepare for identification of COVID-19 outbreaks in their workplace  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

## Section 11

- Symptoms of Coronavirus (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>
- Stop the Spread of Germs (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-symptoms-tablegraphic-v1.pdf>
- Travel During the COVID-19 Pandemic  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- Dayton Children's Risk Levels for Kid and Family Activities during COVID-19  
<https://www.childrensdayton.org/the-hub/risk-levels-kid-and-family-activities-during-covid-19>
- San Diego County Office of Education partnered with County of San Diego Testing Sites for Employees  
<https://www.sdcoe.net/news/Pages/School-Employee-Only-COVID-Testing-Sites-Announced.aspx>
- San Diego County Free Testing Site  
[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html)

## Section 12

- COVID-19 Symptom Decision Tree Updated 1.11.2021  
<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf>
- Decision Guide for COVID-19 Symptoms and Exposures & Guidance on Follow-up  
<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Scenarios-Guide.pdf>
- Symptoms of Coronavirus (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>
- Stop the Spread of Germs (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-symptoms-tablegraphic-v1.pdf>
- California Labor Laws  
[labor.ca.gov/coronavirus2019/](http://labor.ca.gov/coronavirus2019/)
- Am I Eligible for Disability Insurance Benefits?

- [https://www.edd.ca.gov/disability/am\\_i\\_eligible\\_for\\_di\\_benefits.htm](https://www.edd.ca.gov/disability/am_i_eligible_for_di_benefits.htm)
- How to File a DI Claim in SDI Online  
[https://edd.ca.gov/Disability/How\\_to\\_File\\_a\\_DI\\_Claim\\_in\\_SDI\\_Online.htm](https://edd.ca.gov/Disability/How_to_File_a_DI_Claim_in_SDI_Online.htm)
- Am I Eligible for Paid Family Leave Benefits?  
[https://www.edd.ca.gov/disability/Am\\_I\\_Eligible\\_for\\_PFL\\_Benefits.htm](https://www.edd.ca.gov/disability/Am_I_Eligible_for_PFL_Benefits.htm)
- How to File a Paid Family Leave (PFL) Claim in SDI Online  
[https://edd.ca.gov/Disability/How\\_to\\_File\\_a\\_PFL\\_Claim\\_in\\_SDI\\_Online.htm](https://edd.ca.gov/Disability/How_to_File_a_PFL_Claim_in_SDI_Online.htm)
- Unemployment Insurance Eligibility Requirements  
<https://www.edd.ca.gov/unemployment/eligibility.htm>
- Guide to applying for unemployment benefits  
<https://unemployment.edd.ca.gov/guide/benefits>
- California Paid Sick Leave: Frequently Asked Questions (Español)  
[https://www.dir.ca.gov/dlse/paid\\_sick\\_leave.htm](https://www.dir.ca.gov/dlse/paid_sick_leave.htm)
- How To File Wage Claim  
<https://www.dir.ca.gov/dlse/HowToFileWageClaim.htm>
- COVID-19 and the American Workplace  
<https://www.dol.gov/agencies/whd/pandemic>
- What do I do if my employer, who I believe to be covered, refuses to provide me paid sick leave?  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#41>
- FFCRA Emergency Paid Family & Medical Leave  
<https://www.dol.gov/agencies/whd/pandemic>
- What do I do if my employer, who I believe to be covered, refuses to provide me expanded family and medical leave to care for my own son or daughter whose school or place of care has closed, or whose child care provider is unavailable, for COVID-19 related reasons?  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#42>
- Workers' Compensation in California: A Guidebook for Injured Workers  
<https://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>
- How to File a Claim  
<https://www.dir.ca.gov/dwc/FileAClaim.htm>